

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b> SUBJECT EMPLOYEE SERVICES PROGRAM	EFFECTIVE DATE 02/02/1998	NUMBER 02.04.107
	SUPERSEDES 02.04.107 (2/27/88)	
	AUTHORITY MCLA 791.203	
	ACA STANDARDS 3-4069; 1-CTA-1C-13; 2-CO-1C-25; 3-ACRS-1C-20	
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**POLICY STATEMENT:**

To ensure employees are provided information about the assessment and referral of services for personal and work related problems through employee service programs.

**RELATED POLICIES:**

02.02.101 Administrative Leave

**POLICY:**

- A. The Department recognizes the Department of Management and Budget Employee Service Program (ESP), as well as programs offered by recognized collective bargaining units. These programs are designed to provide assistance to employees and their families who may be experiencing personal and/or work related problems that may result in deteriorating job performance. These programs provide assistance through assessment and referral to persons who are trained to provide support and guidance. This includes help in identifying personal related problems and referrals to treatment resources.
- B. All active state employees are eligible to receive services from the ESP for work related problems. Employees who have personal problems and have managed care under the state health insurance plan or an HMO can receive assistance by directly contacting their managed care organization or HMO. Employee groups who have no managed care can contact ESP for personal or work related problems.
- C. All supervisory staff are encouraged to be aware of the services available through these programs. A supervisor or personnel manager may refer an employee to ESP. A referral may be considered if the employee has been using an excessive amount of sick leave for an illness/injury; if work habits have changed dramatically for the worse; if a dramatic change due to physical or emotional trauma is noticed or if the employee has received corrective or disciplinary action. This list is not considered all inclusive.
- D. Employee participation in the program is voluntary. Supervisors shall not force employees to use the program, nor will supervisors attempt to provide personal counseling to employees in lieu of referring employees to ESP programs.
- E. When an employee chooses to use these services, administrative leave shall be granted when requested for the assessment session(s) if it/they occur during normally scheduled work hours. When treatment is recommended, sick leave, annual leave, or a leave of absence may be used. Such treatment may be covered by the employee's health care provider. Treatment not covered by the health care provider will be the responsibility of the employee.
- F. All information relating to the referral of an employee shall be kept confidential.
- G. Additional information and guidance relating to the availability of ESP services may be obtained by contacting the applicable Personnel Office. Contact with ESP can be made by calling Lansing at 1-800-521-1377 or (517) 373-7630 or Detroit at 1-800-872-5563 or (313) 256-3619.

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#### AUDIT ELEMENTS

- H. A primary audit elements list has been developed to assist with the self audits required by PD 01.05.100, "Self Audit of Policies and Procedures".

KLM:OPH:01/09/98